BP 3310  Records Retention and Destruction

Reference:  *Title 5, Sections 59020, et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45*

Board Approved:  04/13/05  
Amended:  10/14/09  
Reviewed and Reapproved:  07/10/19

The President/Superintendent shall establish administrative procedures to assure the retention and destruction of all District records – including electronically stored information as defined by the Federal Rules of Civil Procedure – in compliance with Title 5. Such records shall include but not be limited to student records, employment records and financial records.

See Administrative Procedures #3310.